

SECRET

Declassification No.

No Change in Class. Declassified

Class. Changed to: TS S C

Next Review Date: 12-28-88

Auth.: HR-70-3

Date: 35-12-13-78

By:



personnel INFORMATION LETTER

VOLUME I

DECEMBER

NO. 6

25X1

MERRY

CHRISTMAS

HOLIDAY GREETINGS
FROM DIRECTOR OF PERSONNEL

WE ARE AT THE END OF A YEAR OF HARD WORK. WE HAVE SUCCESSFULLY COMPLETED OUR REORGANIZATION, ADJUSTED OURSELVES TO A REDUCED CEILING, AND HAVE ENHANCED OUR PRESTIGE AS AN OFFICE IN THE AGENCY. THESE ACCOMPLISHMENTS COULD NOT HAVE BEEN MADE WITHOUT SUPERB TEAMWORK ON YOUR PART.

I AM PROUD TO BE ASSOCIATED WITH YOU.....

A MERRY CHRISTMAS AND A SUCCESSFUL AND HAPPY NEW YEAR

25X1A

Harrison G. Reynolds

CONFIDENTIAL**SECRET**

25X1A9A

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PERSONNEL INFORMATION LETTER

Editor
 Assistants



Published Monthly by
 Office of Personnel

In the name of the Spirit of Christmas, we request your indulgence for this, our rather brief December issue. We were confronted with an earlier-than-usual release date and, of course, only a few shopping days left until Christmas!

We wish to express our very special thanks at this time to all our contributors, and to our friends whose assistance helps to make the Personnel Information Letter possible. And, to all of you in the Personnel Career Service, we wish a very

MERRY CHRISTMAS!!

The Information Letter Staff

BLOOD BANK ARRANGEMENT AID TO AGENCY PERSONNEL

Did you know that blood costs about \$25.00 a pint? This can be an expensive charge if you are hospitalized and require transfusions. The Agency, however, has an account with the American Red Cross Blood Bank. If you or any member of your family require blood, call Employee Services, Ext. [REDACTED] The Services Branch will arrange with the Red Cross for blood without cost.

Credit at the Blood Bank is maintained through Agency donors. The

NEWS ABOUT PEOPLE YOU NOW

25X1A9A

.... [REDACTED] PAD, is now Placement Officer for Office of Logistics.

... [REDACTED] has joined PED's Overt Branch. [REDACTED] is a veteran 25X1A of 15 years of government personnel work with the Office of the Chief of Ordnance, Department of the Army.

.... It was a boy for the CHARLIE 25X1A9A [REDACTED] on November 30. Name of the new arrival, GINO! Charlie is with the Statistical Reporting Branch of RSD.

.... Also passing out cigars this month was [REDACTED] of PED. Bob 25X1A9A wife presented him with PHILLIP [REDACTED] on December 10. 25X1A9A

.... For those who like Christmas music---[REDACTED] Admin/CMO, 25X1A9A is conducting a choral rendition of Handel's "Messiah" at 11:00 A. M., 25X1A on Christmas Day, at [REDACTED] 25X1A

Everyone welcome!

.... Two recent overseas returnees have added their experience to PAD's DD/P Placement organization. They 25X1A9A are [REDACTED] 25X1A9A

[REDACTED]. 25X1A9A
 [REDACTED], a former overseas contract employee, recently assumed a secretarial position in RSD.

goal is 150 pints a month. If you are able to give blood, be sure to do so next time your Blood Representative contacts you. Or, if you have not been a donor within the last eight weeks, call the Employee Services Branch, Ext. [REDACTED] and volunteer now. Last Wednesday of each month is our Red Cross day.

THIRTEEN O/P EMPLOYEES ARE
AWARD WINNERS**SECRET**CONSOLIDATED CHARITIES DRIVE
TOPS \$100,000

Thirteen Office of Personnel employees have cashed in on the Agency's incentive awards program during the past 2 1/2 years, according to information released this week by Incentive Awards Officer, [REDACTED]

25X1A9A

25X1A9A Topping the list was Insurance and Casualty's Deputy Chief, [REDACTED]

[REDACTED] who received a \$1,000 superior performance award for his part in developing an insurance program for the Agency.

25X1

Most recent winner was Stanley [REDACTED], of PAD, who received \$20 this month for a suggestion that birth certificates be included in official personnel folders. Other personnel people who submitted award-winning suggestions during the past 30 months were:

25X1A9A

[REDACTED] [REDACTED] who received \$25 for a suggestion that the motor pool be furnished with the security badge number of a prospective passenger rather than the name.

25X1A9A

[REDACTED] [REDACTED] of RSD, \$10 for a suggestion that employees on unvouchered funds be informed of the possibility of obtaining loans from the Credit Union.

25X1A9A

[REDACTED] [REDACTED] received \$20 each for their part in developing a Record of Contact letter which cut down on clerical operations.

25X1A9A

[REDACTED] [REDACTED] \$250 each for a suggestion that personal baggage to the FE area be sent as unaccompanied air cargo.

25X1A9A

[REDACTED] [REDACTED] \$35 for suggesting that a space for telephone extensions be placed on form 51-10, the Routing and Record Sheet.

As of this date, the Agency Consolidated Charities drive has exceeded the \$100,000 mark! Congratulations [REDACTED] to everyone! [REDACTED] Charity Drive Coordinator from Employee Services, is to be especially commended for her contribution to its success.



25X1A9A

[REDACTED] [REDACTED] \$20 for proposing that the Report of Separation be prepared in carbon interleaved sets and stocked for Agency use.

25X1A9A

[REDACTED] [REDACTED] \$25, recommended a standard bulletin board notice form.

25X1A9A

[REDACTED] [REDACTED] \$15 for recommending that CPB have a Notary Public Service.

25X1A9A

[REDACTED] [REDACTED] f CPB, \$15 each for a suggestion concerning the payment of allowances to overseas personnel.